



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

www.washoecounty.us

CM/ACM JLC  
Budget JLC

DA \_\_\_\_\_

Risk Mgt. \_\_\_\_\_

HR \_\_\_\_\_

Other \_\_\_\_\_

## STAFF REPORT

BOARD MEETING DATE: October 28, 2014

**DATE:** October 10, 2014  
**TO:** Board of County Commissioners  
**FROM:** Denise Clauss, Administrative Assistant II  
328-2002; dclauss@washoecounty.us

**THROUGH:** John Slaughter, Washoe County Manager

**SUBJECT:** Recommendation to appoint two individuals as regular members to serve on the Washoe County Board of Equalization with terms to expire June 30, 2018; and appointment of an individual as an alternate member with term to expire June 30, 2015. (All Commission Districts.)

### SUMMARY

The Board is being requested to appoint two individuals as regular members to serve on the Washoe County Board of Equalization with terms to expire June 30, 2018; and appoint an individual as an alternate member with term to expire June 30, 2015.

Washoe County Strategic Objective: Sustainability of our financial, social and natural resources.

### PREVIOUS ACTION

December 17, 2013 - Appointed Mr. James Brown as a regular member to serve on the Washoe County Board of Equalization with term to expire June 30, 2017; and reappoint Ms. Neeroo Manning as an alternate member with term to expire June 30, 2014.

January 8, 2013 - Appointed Mr. Gary Kizziah as a regular member with term to expire June 30, 2014; and appointed Ms. Neeroo Manning as an alternate with term to expire June 30, 2013.

May 24, 2011 - Reappointed Mr. James Covert as a regular member with term to expire June 30, 2015; appointed Mr. Philip Horan as a regular member with term to expire June 30, 2015; and reappointed Mr. Thomas Krompetz as an alternate with term to expire June 30, 2012.

April 13, 2010 - Reappointed Mr. John Krolick and Ms. Linda Woodland as regular members with terms to expire June 30, 2014; appointed Mr. Philip Horan as first alternate with term to expire June 30, 2011; and appointed Mr. Thomas Krompetz as second alternate with term to expire June 30, 2011.

AGENDA ITEM # 24

June 9, 2009 - Reappointed Mr. James Brown as a regular member with term to expire June 30, 2013; and appointed Mr. Philip Horan as an alternate member with term to expire June 30, 2010.

November 18, 2008 - Appointed Mr. James Brown as a regular member to fill an unexpired term to expire June 30, 2009.

January 15, 2008 - Appointed Linda Woodland to fill an unexpired term of June 30, 2010, with term to expire June 30, 2010.

### **BACKGROUND**

The Washoe County Board of Equalization (BOE) is comprised of five members with four-year terms and each member may serve two consecutive four-year terms. Alternate terms are for one year, with option of reappointment for an additional one year term.

Mr. Gary Kizziah's term expired June 30, 2014 and he has decided not to apply for re-appointment. Mr. John Krolick's second term expired June 30, 2014. Ms. Neeroo Manning resigned her alternate position as of January 28, 2014.

#### **Current Members:**

Mr. James Brown (District 3) term expires June 30, 2017  
James Covert (District 2) term expires June 30, 2015  
Philip Horan (District 1) term expires June 30, 2015  
vacant  
vacant

#### **Alternate:**

vacant

There have been six applications received which are attached. Those individuals applying are:

James Ainsworth (District 5)  
Benjamin Green (District 4; former BOE member and alternate)  
Eugenia Larmore (District 2)  
Richard McIntire, Ph.D. (District 2)  
Ra Nae Travers (District 1)  
Sylvia Woods (District 3)

**FISCAL IMPACT**

Washoe County Board of Equalization members are compensated at a rate of \$100 per meeting. There is adequate budget authority in the adopted Fiscal Year 2014/15 budget, account 100107-710400 in support of these costs.

**RECOMMENDATION**

It is recommended that the County Commission appoint two individuals as regular members to serve on the Washoe County Board of Equalization with terms to expire June 30, 2018; and appointment of an individual an alternate member with term to expire June 30, 2015

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be "move to appoint \_\_\_\_\_ and \_\_\_\_\_ as regular members to serve on the Washoe County Board of Equalization with terms to expire June 30, 2018; and appointment of \_\_\_\_\_ as an alternate member with term to expire June 30, 2015.



## Washoe County Community Service Application

Volunteer ... Make a Difference in Washoe County!

Please complete the following application to indicate your interest in a position on a Washoe County Board or Commission. Your application will be kept on file for 12 months. You will need to reapply after that time if you still wish to be considered for a position. Applications may also be obtained on our website at [www.washoecounty.us](http://www.washoecounty.us).

Is there a specific Board or Commission vacancy you are applying for? ☒ Yes ☐ No

If yes, which one?

BOARD OF EQUALIZATION

Name: JAMES RANSWORTH

### Residential Home Address

Address: 5944 MIDDLEFORK DR

City: SUN VALLEY

State: NV

Zip: 89433

Assessor's Parcel Number if known:

Home Phone:

Cell Phone: 722-1533

E-mail: JIMAC@ARTIMAGESONLINE.COM

### Mailing Address (if different from residential home address)

Address:

City:

State:

Zip:

### Occupation and Business Address

Job Title: OWNER / PARTNER / PRESIDENT : RETIRED

Business Name: ART IMAGES SIGN COMPANY

Address (Street and/or P.O. Box): 70 GLEN CARRAN CIRCLE

City: SPARKS

State: NV

Zip: 89431

Assessor's Parcel Number if known:

Business Phone: 331-1113

E-mail: JIMAC@ARTIMAGESONLINE.COM

### Registered Voter

Are you registered to vote in Washoe County?

☒ Yes ☐ No

The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership on a Citizen Advisory Board. This requirement may be waived on a case-by-case basis by the County Commission.

How long have you lived in your area? (Years/Months) 56 YEARS

How long have you lived in Washoe County? (Years/Months) 56 YEARS

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

☐ Yes ☒ No

If yes, please list conviction dates and nature:


Briefly, in your own words explain why you would like to be appointed to the Board or Commission.

I WAS TERM LIMITED FROM THE OFFICE  
I HELD & WOULD LIKE TO CONTINUE  
BEING INVOLVED IN MY COMMUNITY

Describe your qualifications for this appointment, including, but not limited to your educational background, professional background and awards/honors.

- SPARKS HIGH SCHOOL GRADUATE CLASS OF 1963
- ATTENDED TMCL & UNR 20+ CREDITS
- OWNED THE GREENBROOK & WELLS AVE. DAIRY QUEEN
- OWNED THE SAN VALLEY LAUNDRETTE 10 YEARS
- OWNED THE SAN VALLEY CONTRACT POST OFFICE 6 YEARS
- OWNED ART IMAGES SIGN COMPANY AS PARTNER  
& PRESIDENT FOR 23 YEARS

List your community and/or civic involvement history.

- TRUSTEE SAN VALLEY GID FOR 24 YEARS  
CHAIRMAN OF THE BOARD FOR 22 YEARS
- 12 YEARS WASHOE COUNTY DEBT MANAGEMENT COMMISSION
- 4 YEARS WESTERN REGIONAL WATER COMMISSION
- 3 1/2 YEARS NEVADA STATE CHAIRMAN OF ESGR  
(EMPLOYEES SUPPORT OF THE GUARD & RESERVE)

Please list the name and phone number of any personal references that we may contact.

RONNIE WEBER

Please attach any additional information you wish.

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent bylaws. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. [If appointed to a Citizen Advisory Board (CAB), I agree to attend a CAB new member orientation session within six months of my appointment. I understand that failure to comply with this requirement will result in automatic removal from the Citizen Advisory Board.].

Signature: \_\_\_\_\_

Date: 10-3-2014

**PLEASE RETURN THE APPLICATION TO:**

Washoe County Manager's Office

P.O. Box 11130, 1001 E. Ninth Street, Room A201, Reno, NV 89520-0027

Phone: (775) 328-2000; FAX: (775) 328-2037; Email: [dclaus@washoecounty.us](mailto:dclaus@washoecounty.us)

Date Received: \_\_\_\_\_

Commission District: 5

Appointed to: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

*Thank you for your interest in Washoe County Government!*

**This document is part of the public record  
and is available for public review.**



## Washoe County Community Service Application

Volunteer ... Make a Difference in Washoe County!

Please complete the following application to indicate your interest in a position on a Washoe County Board or Commission. Your application will be kept on file for 12 months. You will need to reapply after that time if you still wish to be considered for a position. Applications may also be obtained on our website at [www.washoecounty.us](http://www.washoecounty.us).

Is there a specific Board or Commission vacancy you are applying for?

☒ Yes ☐ No

If yes, which one?

Name: *Board of Equalization Benjamin Green*

### Residential Home Address

Address: *5180 Palo Alto Cr*

City: *Sparks*

State: *NV*

Zip: *89436*

Assessor's Parcel Number if known:

Home Phone: *775 626 6019*

Cell Phone:

E-mail: *BRGSG@SBCGLOBAL.NET*

### Mailing Address (if different from residential home address)

Address:

City:

State:

Zip:

### Occupation and Business Address

Job Title:

*Retired*

Business Name:

Address (Street and/or P.O. Box):

City:

State:

Zip:

Assessor's Parcel Number if known:

Business Phone:

E-mail:

### Registered Voter

Are you registered to vote in Washoe County?

☒ Yes ☐ No

The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership on a Citizen Advisory Board. This requirement may be waived on a case-by-case basis by the County Commission.

How long have you lived in your area? (Years/Months) *11 yrs.*

How long have you lived in Washoe County? (Years/Months) *36 yrs.*

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

☐ Yes ☒ No

If yes, please list conviction dates and nature:

Please print or type, and complete the form entirely.

March 2013

Briefly, in your own words explain why you would like to be appointed to the Board or Commission.

*I served previously on the Board of Equalization & I feel it is a process very important for Taxpayers.*

Describe your qualifications for this appointment, including, but not limited to your educational background, professional background and awards/honors.

*40 years in real estate sales. Former business owner. Served 6 yrs as real estate commissioner. Presidents of the local board of realtors & state board of realtors. Twice honored as realtor of the year. Recipient of the Joe Nolas award*

List your community and/or civic involvement history.



Please list the name and phone number of any personal references that we may contact.

Joe Mayer 6266255  
Marti Allison 7425430

Please attach any additional information you wish.

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent bylaws. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. [If appointed to a Citizen Advisory Board (CAB), I agree to attend a CAB new member orientation session within six months of my appointment. I understand that failure to comply with this requirement will result in automatic removal from the Citizen Advisory Board.]

Signature: \_\_\_\_\_

*Benjamin Py*

Date: \_\_\_\_\_

*10-10-14*

**PLEASE RETURN THE APPLICATION TO:**

Washoe County Manager's Office

P.O. Box 11130, 1001 E. Ninth Street, Room A201, Reno, NV 89520-0027

Phone: (775) 328-2000; FAX: (775) 328-2037; Email: [dclausss@washoecounty.us](mailto:dclausss@washoecounty.us)

Date Received: \_\_\_\_\_

Commission District: 4

Appointed to: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

*Thank you for your interest in Washoe County Government!*

**This document is part of the public record  
and is available for public review.**

## Clauss, Denise

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**From:** eugenia@ekayconsultants.com  
**Sent:** Wednesday, September 17, 2014 10:38 AM  
**To:** WEBTEAM; Clauss, Denise  
**Subject:** VOLUNTEER APPLICATION: Board of Equalization

## Application for Board of Equalization

### Additional Information:

I have over a decade of experience providing consulting services to developers and local governments in the area of fiscal impacts. I am very familiar with the assessment and implementation of property taxes in the State, including the assessment of land and improvement values, depreciation, abatement, and other components of this tax system. Additionally, as a business owner and through my Master of Business Administration degree, I am very familiar with public and private industry financial statements and operations. Finally, as I am self employed, i have the flexibility to attend long and multi-day meetings.

### Personal Information

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**Salutation****First Name**

Eugenia

**Last Name**

Larmore

**Address 1**

748 S. Meadows Parkway, A9218

**Address 2****City**

Reno

**County**

Washoe

**State**

NV

**Zipcode**

89521

**Main Phone**

775-232-7203

**Secondary Phone****Email Address**

[eugenia@ekayconsultants.com](mailto:eugenia@ekayconsultants.com)

**Contact Preference**

any

### Education Background

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**School Name**

University of Nevada, Reno

**Graduated**

yes

**Graduation Year**

2004

**Course Of Study**

Business Administration

**Degree Earned**

Master of Business Administration

**Notes**

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**School Name**

University of Nevada, Reno

**Graduated**

yes

**Graduation Year**

2003

**Course Of Study**

International Business, Marketing, Economics

**Degree Earned**

Bachelor of Science

**Notes**

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**School Name**

University of Nevada, Reno .

**Graduated**

no

**Graduation Year**

0

**Course Of Study**

Economics

**Degree Earned**

Doctorate in Economics

**Notes**

I have completed required course-work and am in the process of writing my dissertation.

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**Professional Background**

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**Employer**

Meridian Business Advisors

**From Date**

01/01/03

**To Date**

07/01/10

**Status**

full-time

**Job Title**

Analyst, Senior Analyst, Director

**Duties**

Responsible for client development, project management, public presentation/testimony, and analysis in the areas of fiscal and economic impact studies, litigation support, and feasibility studies.

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**Employer**

Ekay Economic Consultants

**From Date**

07/01/10

**To Date**

present

**Status**

full-time

**Job Title**

President

**Duties**

Responsible for client development, project management, public presentation/testimony, and analysis in the areas of fiscal and economic impact studies, litigation support, and feasibility studies. Additionally responsible for daily company operations.

## ***Awards and Honors***

### **Honor**

20 Under 40 Award

### **Honor Date**

11/01/13

### **Details**

Co-sponsored by YPN and RGJ, this award is given to 20 young people in the community under the age of 40.

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### **Honor**

Outstanding Young Alumna Award

### **Honor Date**

10/01/11

### **Details**

Awarded by the University of Nevada, Reno.

## ***Volunteer History***

### **Agency**

Nevada Women's Fund

### **From Date**

01/01/10

### **To Date**

12/31/12

### **Volunteer Title**

Member-Steering Committee, Member-Breakfast Subcommittee

### **Duties**

Member of the committee planning the Women of Achievement Luncheon Event.

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### **Agency**

Midtown (New Generations) Rotary Club

### **From Date**

01/01/10

### **To Date**

12/31/12

### **Volunteer Title**

Charter Member, Public Relations Chair

### **Duties**

Responsible for attending club meetings and participating in fundraising activities. As a PR Chair, responsible for issuing press releases and helping maintain club website.

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### **Agency**

Nevada Women's Fund

### **From Date**

01/01/13

### **To Date**

present

### **Volunteer Title**

Board of Directors, Member-Steering Committee, Member-Marketing Committee, Co-Chair-Breakfast Subcommittee

**Duties**

Responsible for attending Board of Directors meetings and participating in various fundraising activities of the Fund.



## Washoe County Community Service Application

Volunteer ..... Make a Difference in Washoe County!

*Please complete the following application to indicate your interest in a citizen-appointed position on a Washoe County Board or Commission. Your application will be kept on file for 12 months. You will need to reapply after that time if you still wish to be considered for a position. Applications may also be obtained on our website at [www.washoecounty.us](http://www.washoecounty.us)*

Is there a specific Board or Commission vacancy you are applying for? If yes, which one?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Washoe County Board of Equalization	

Name: Richard M. McIntire, Ph.D.
----------------------------------

### Residential Home Address

Address: 997 Leah Circle		
City: Reno	State: NV	Zip: 89511
Assessor's Parcel Number if known: 04018128		
Home Phone: 7758262613	Cell Phone: 7752334001	
E-mail: richardmcintire@ymail.com		

### Mailing Address (if different from residential home address)

Address:		
City:	State:	Zip:

### Occupation and Business Address

Job Title: Campus College Chair for School of Business		
Business Name: University of Phoenix		
Address (Street and/or P.O. Box): 10345 Professional Circle Suite 200		
City: Reno	State: NV	Zip: 89521
Assessor's Parcel Number if known:		
Business Phone: 7757702551		
E-mail: Richard.McIntire@phoenix.edu		

### Registered Voter

Are you registered to vote in Washoe County?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership on a Citizen Advisory Board. This requirement may be waived on a case-by-case basis by the County Commission.	

Please print or type, and complete the form entirely.

(continued on page 2)  
March 2013

Washoe County Community Service Application

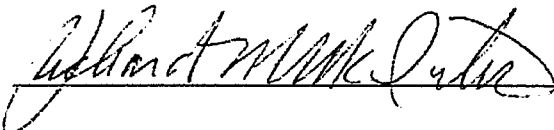
Page 2

How long have you lived in your area? (Years/Months) <b>20 years/ 2 mos</b>
How long have you lived in Washoe County? (Years/Months) <b>20 years/ 2 mos</b>
Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? <div style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div>
If yes, please list conviction dates and nature:

Briefly, in your own words, explain why you would like to be appointed to the Board or Commission, describe your qualifications for this appointment, and list your community and/or civic involvement. Please attach any additional information you wish. Also, please list the name and phone number of any personal references that we may contact.

**My previous experience in administrative law, including four years as a Commissioner on the Public Utilities Commission of Nevada (1999-2003) could be useful to the Washoe County Board of Equalization.**

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent bylaws. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. [If appointed to a Citizen Advisory Board (CAB), I agree to attend a CAB new member orientation session within six months of my appointment. I understand that failure to comply with this requirement will result in automatic removal from the Citizen Advisory Board.]

Signature:  Date: 5/27/14

**PLEASE RETURN THE APPLICATION TO:**

Washoe County Manager's Office  
P.O. Box 11130, 1001 E. Ninth Street, Room A201, Reno, NV 89520-0027  
Phone: (775) 328-2000; FAX: (775) 328-2037; Email: [dclauss@washoecounty.us](mailto:dclauss@washoecounty.us)

Date Received: \_\_\_\_\_ Commission District: 2  
Appointed to: \_\_\_\_\_ Date of Appointment: \_\_\_\_\_

*Thank you for your interest in Washoe County Government!*

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## Washoe County Community Service Application

Volunteer ... Make a Difference in Washoe County!

Please complete the following application to indicate your interest in a position on a Washoe County Board or Commission. Your application will be kept on file for 12 months. You will need to reapply after that time if you still wish to be considered for a position. Applications may also be obtained on our website at [www.washoecounty.us](http://www.washoecounty.us).

Is there a specific Board or Commission vacancy you are applying for?

☒ Yes ☐ No

If yes, which one?

*Board of Equalization*

Name: *Ra'Nae M. TRAVERS*

### Residential Home Address

Address: *1790 Daniel Webster Drive*

City: *Reno*

State: *NV*

Zip: *89509*

Assessor's Parcel Number if known:

Home Phone: *775 + 323-3479*

Cell Phone: *775 + 846-4257*

E-mail: *redcol@chase.reno.nv.us*

### Mailing Address (if different from residential home address)

Address:

City:

State:

Zip:

### Occupation and Business Address

Job Title: *CPA, Retired*

Business Name: *worked for the NV. Gaming control Board as a CPA*

Address (Street and/or P.O. Box):

City:

State:

Zip:

Assessor's Parcel Number if known:

Business Phone:

E-mail:

*for 28 years*

### Registered Voter

Are you registered to vote in Washoe County?

☒ Yes ☐ No

The Washoe County Commission requires that a person be a registered voter in Washoe County (if eligible to vote) to be considered for membership on a Citizen Advisory Board.

This requirement may be waived on a case-by-case basis by the County Commission.

How long have you lived in your area? (Years/Months)

*29 yrs*

How long have you lived in Washoe County? (Years/Months)

*29 yrs*

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations?

☐ Yes ☒ No

If yes, please list conviction dates and nature:

Please print or type, and complete the form entirely.

March 2013

Briefly, in your own words explain why you would like to be appointed to the Board or Commission.

I would like to be appointed to the Board of Equalization because the valuation of property interests me and is something I think I would be good at. I am a logical, thoughtful person, capable of objectively listening to all sides of an issue. I make decisions that rely on facts and accepted approaches to deciding issues. I am a retired Certified Public Accountant. I worked for a CPA firm for two years after I left college. Then I worked for the Nevada Gaming Control Board, Audit Division for 28 1/2 years. As required, I have the ability to read and analyze detailed financial statements. In short, I believe that my education, work experience, and analytical personality would be assets for the Board of Equalization.

Describe your qualifications for this appointment, including, but not limited to your educational background, professional background and awards/honors.

Education: Lincoln County High School, Panaca, Nevada

Brigham Young University, Provo , Utah  
Bachelor of Arts degree awarded in 1968  
English Literature, major & Western American History, minor

Metropolitan State College, Denver, Colorado  
1983: Completion of courses necessary to sit for the  
universal Certified Public Accountant examination

Professional Background:

As described in the section above, I worked as a Certified Public Accountant for more than 30 years, auditing businesses, individuals, and governmental agencies. I have read and analyzed financial statements. I have prepared financial statements and written the footnotes to financial statements. My Bachelor of Arts degree in English Literature was always helpful in writing clear, logical, and well-supported positions.

List your community and/or civic involvement history.

Community/Civic Involvement:

1. Since 1987, I have been the principal lecturer at the monthly meeting of the Northern Nevada Glass Collectors Society. This position requires research, writing and preparation of the lecture, and delivery to the Society, which has approximately 25 members.
2. At the end of 2014, I will be assuming the position of Treasurer of the Carson City Historical Society, a volunteer position requiring, among other duties, the preparation of financial statements and the federal tax exempt tax documents.

Please list the name and phone number of any personal references that we may contact.

Vivian Austin, CPA                      775+ 342-9223

Felice Cavallera, CPA                      775 + 825-7716

Please attach any additional information you wish.

I understand the role and responsibilities of membership on this board or commission and am willing to serve. If appointed, I will attend required meetings and training and will adhere to pertinent bylaws. I understand that some appointments require a Financial Disclosure Form to be submitted to the Nevada State Ethics Commission. I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal. [If appointed to a Citizen Advisory Board (CAB), I agree to attend a CAB new member orientation session within six months of my appointment. I understand that failure to comply with this requirement will result in automatic removal from the Citizen Advisory Board.]

Signature: RaNa M. Travers

Date: 9/29/14

**PLEASE RETURN THE APPLICATION TO:**

Washoe County Manager's Office

P.O. Box 11130, 1001 E. Ninth Street, Room A201, Reno, NV 89520-0027

Phone: (775) 328-2000; FAX: (775) 328-2037; Email: [dclauss@washoecounty.us](mailto:dclauss@washoecounty.us)

Date Received: \_\_\_\_\_

Commission District: 1

Appointed to: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

*Thank you for your interest in Washoe County Government!*

**This document is part of the public record  
and is available for public review.**

Clauss, Denise

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**From:** elvie1369@gmail.com  
**Sent:** Monday, October 06, 2014 7:55 AM  
**To:** WEBTEAM; Clauss, Denise  
**Subject:** VOLUNTEER APPLICATION: Board of Equalization

## Application for Board of Equalization

**Additional Information:**

### **Personal Information**

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**Salutation**  
**First Name**  
Sylvia  
**Last Name**  
Woods  
**Address 1**  
519 Elko Avenue  
**Address 2**  
**City**  
Reno  
**County**  
Washoe  
**State**  
NV  
**Zipcode**  
89512  
**Main Phone**  
231-288-3860  
**Secondary Phone**  
**Email Address**  
[elvie1369@gmail.com](mailto:elvie1369@gmail.com)  
**Contact Preference**  
any

### **Education Background**

---

**School Name**  
Kaplan University  
**Graduated**  
yes  
**Graduation Year**  
2011  
**Course Of Study**  
Business Administration  
**Degree Earned**  
Bachelors Degree  
**Notes**

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**School Name**  
Rancho Santiago College  
**Graduated**

yes

**Graduation Year**

2010

**Course Of Study**

Bookkeeping/Non Accounting

**Degree Earned**

Certificate

**Notes**

**School Name**

San Jose City College

**Graduated**

no

**Graduation Year**

2007

**Course Of Study**

English

**Degree Earned**

Credentials

**Notes**

**School Name**

University of Baguio, Baguio City, Philippines

**Graduated**

no

**Graduation Year**

1979

**Course Of Study**

Accounting

**Degree Earned**

Credentials

**Notes**

## ***Professional Background***

## ***Awards and Honors***

**Honor**

Best Support for STS-108 Science Project for NASA

**Honor Date**

present

**Details**

## ***Volunteer History***

**Agency**

Legal Defense

**From Date**

10/02/14

**To Date**

present

**Volunteer Title**

Legal Defense Volunteer

**Duties**

Help with filing, answering phones, breaking down and organizing files, helping the support staff, the investigators and the lawyers.

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**Agency**

Library

**From Date**

10/02/14

**To Date**

present

**Volunteer Title**

Librarian

**Duties**

Caring for plants, Shelving books, magazines and other materials, Pulling books to fill requests, etc... Computer and Technical Assistance: Help at the Internet desk, Help patrons with catalog searches, Clear paper jams, Clean computer keyboards, etc... Materials Preparation and Repair: Mending, Repair video, cassettes, CDs, etc... Program Assistance: Program preparation, prepare outreach materials, setup/breakdown, assist in presenting some programs, etc... Special Projects: Interlibrary loan (ILL) cancellation letters, data entry, etc...

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**Agency**

washoe county

**From Date**

10/04/14

**To Date**

present

**Volunteer Title**

**Duties**